

CAL GRANT PAYMENT PROCESS



*Presented by:
California Student Aid
Commission,
Institutional Support*



IN TODAY'S WEBINAR...

- Phones will be muted to eliminate background noise
- All questions can be typed in the Q&A panel to the right, staff is available to answer your questions
- As you exit today's webinar, you'll be prompted to complete a brief survey, your response is greatly appreciated

AGENDA

- Payment Reporting
- Adjustment Codes
- Payment Scenarios



PAYMENT REPORTING



CAL GRANT TERM ADVANCE

- CSAC may send a Term Advance to institutions at the start of each term
- Advance is a percentage of the previous year's reconciled term amount

CAL GRANT ADVANCE

Example of a 50% Term Advance:

- Fall 2013, City College reconciled \$150,000
- Fall 2014, CSAC sends a Fall Term Advance of \$75,000

CAL GRANT SUPPLEMENTAL PAYMENTS

- Once the Term Advance is disbursed and additional payments are reported, supplemental funds are sent
- Example:
 - City College Fall 2014 advance \$75,000
 - City College posted payments of \$100,000 total
 - Supplemental funds of \$25,000
- Supplemental funds are processed weekly

TWO WAYS TO REPORT PAYMENTS

1. Post payments directly to the Cal Grant Roster in WebGrants
 - a) Convenient for those last minute payments or adjustments
 - b) Most transactions process in real-time. No waiting!
 - c) Commonly used by schools with less than 100 students
2. Upload your Cal Grant Roster to WebGrants
 - a) Makes it easy to report payments for hundreds or even thousands of students
 - b) Use your Financial Aid Management System (FAMS), to import and export Cal Grant Roster data to the WebGrants system
 - c) File specifications are available in the "Help" menu of WebGrants

CAL GRANT DISPLAY ROSTER

- *Student Information
- *Award Details
- *Payment Information
- *Status Messages
- *Allows manual posting of payments, adjustments, or status updates.

| CSAC ID: | | | | | | | | | | View History | | Record: 21 | |
|--------------|------------|----------------------------------|-------------|--------------|------------|---------------|----------------------------------|--------------------------|----------|----------------------------|---------------|----------------|--|
| SSN | DOB | Grant ID | Cycle ID | Housing Code | Dep Status | New / Renewal | EL Code | CSAC Budget | EFC | Remain Elig | Forecast Elig | Roster Section | |
| | | | C2 | 2 | I | R | 4 | ***** | ***** | 100.00% | 100.00% | ELIGIBLE (1) | |
| Custom Codes | | 1 | 2 | 3 | 4 | 5 | | | | | | | |
| Fall Term | | Adj Reason Codes | | | | | Pay Status Codes | | | Delete Txn | | | |
| Program Code | Award Type | Annual Award | Term Amount | Adj Amount | Adj Reason | Pay Code | Annual Need | Income & Asset Year Used | Rec Type | | | | |
| | Totals | \$10,871 | \$5,436 | | | ▼ | 61844 | 2014 | | | | | |
| B | T/F | \$9,223 | \$4,612 | | ▼ | ▼ | | | GRT | | | | |
| B | ACSS | \$1,648 | \$824 | | ▼ | ▼ | | | GRT | | | | |
| Spring Term | | Adj Reason Codes | | | | | Pay Status Codes | | | Delete Txn | | | |
| Program Code | Award Type | Annual Award | Term Amount | Adj Amount | Adj Reason | Pay Code | Annual Need | Income & Asset Year Used | Rec Type | | | | |
| | Totals | \$10,871 | \$5,435 | | | ▼ | 61844 | 2014 | | | | | |
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WEEKLY PROCESS

- On a weekly basis, the Commission will process all accepted payments reported during the week.
- Once the payment/adjustment is reported and accepted, the Payment Status code will reflect either an **AP** (Accepted Payment) or **AA** (Accepted Adjustment)
- Over the weekend, all **AP's** and **AA's** will change to **RP** (Reconciled Payment) or **RA** (Reconciled Adjustment)
 - These payments will be reflected on your institutions Monthly Payment Activity report (if additional funds are needed, the Commission will send a Supplemental Payment)

ACCEPT/REJECT REPORT

1 SABRAR2 - 01 (EDE COPY) CALIFORNIA STUDENT AID COMMISSION PAGE : 1
 ACCEPT/REJECT REPORT RUN DATE: 10/28/2011
 ACADEMIC YEAR 2011 RUN TIME: 22:55:36
 REJECTED SECTION 00111100 - ALLAN HANCOCK COLLEGE

| GRANT ID# | SSN | STUDENT LASTNAME | FIRST NAME | M | PROCESS DATE | SRC CODE | ACT CODE | PGM CODE | NEED | ADJ NEED | PAY TYPE | FEES | AMOUNT | ADJ RSN | PAY STATUS |
|-----------|-----|---------------------|------------|---|-----------------|-------------|-------------|-------------|------|-------------|-------------|------|--------|------------|---------------|
|-----------|-----|---------------------|------------|---|-----------------|-------------|-------------|-------------|------|-------------|-------------|------|--------|------------|---------------|

| | | | | | | | | | | | | | | | |
|---|--|----------|-------|---|------------|---|---|---|---|---|-----|----|--------|--|----|
| 6785: | | GONZALEZ | ELIDA | | 10/28/2011 | C | U | B | 0 | 0 | B&S | FL | 776.00 | | PD |
| 6785: PAY TYPE ACC: SCHOOL HAS ALREADY REPORTED PAYMENT | | | | | | | | | | | | | | | |
| 6785: | | ROBERT | | | 10/28/2011 | C | U | C | 0 | 0 | B&S | FL | 288.00 | | PD |
| 6785: PAY TYPE B&S: SCHOOL HAS ALREADY REPORTED PAYMENT | | | | | | | | | | | | | | | |
| 6785: | | JOSE | JOSE | A | 10/28/2011 | C | U | B | 0 | 0 | ACC | FL | 776.00 | | PD |
| 6785: PAY TYPE ACC: SCHOOL HAS ALREADY REPORTED PAYMENT | | | | | | | | | | | | | | | |

TOTALS

| | | | | |
|------------|--------------------|---|------------------|------|
| BATCH - | PAYMENTS REJECTED: | 0 | AMOUNT REJECTED: | 0.00 |
| ONLINE - | PAYMENTS REJECTED: | | AMOUNT REJECTED: | |
| COMBINED - | PAYMENTS COMBINED: | | AMOUNT COMBINED: | |

1 SABRAR2 - 01 (EDE COPY) CALIFORNIA STUDENT AID COMMISSION PAGE : 2
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| | | | | | | | | | | | | | | | |
|--|--|-----------------|----------|---|------------|---|---|---|-------|---|-----|----|--------|--|----|
| | | ACEVEDO | AMALIA | | 10/28/2011 | C | U | C | 18498 | 0 | B&S | FL | 216.00 | | TT |
| | | ACEVEDO | WILBALDO | | 10/28/2011 | C | U | B | 0 | 0 | ACC | FL | 776.00 | | PD |
| | | ACEVES | MIZEL | V | 10/28/2011 | C | U | B | 9389 | 0 | ACC | FL | 388.00 | | HT |
| | | ACEVES | RICARDO | | 10/28/2011 | C | U | B | 0 | 0 | ACC | FL | 776.00 | | PD |
| | | AGUILAR | JEANETTE | | 10/28/2011 | C | U | B | 0 | 0 | ACC | FL | 776.00 | | PD |
| | | AGUILERA | ANA | J | 10/28/2011 | C | U | B | 0 | 0 | ACC | FL | 776.00 | | PD |
| | | ALBARRANSALINAS | MARIA | G | 10/28/2011 | C | U | C | 0 | 0 | B&S | FL | 288.00 | | PD |
| | | ALBRIGHT | MEGAN | R | 10/28/2011 | C | U | B | 0 | 0 | ACC | FL | 776.00 | | PD |

MONTHLY PAYMENT ACTIVITY

| DATE ---- | ACTIVITY ----- | FUNDS DISBURSED TO INSTITUTION ----- | PAYMENT TRANSACTIONS ----- | BALANCE ----- |
|--------------|--------------------------------------|---|-------------------------------|------------------|
| 08-23-11 | FALL ADVANCE | 141,653.00 | | 141,653.00 |
| 08-26-11 | FALL RECONCILED PAYMENT TRANSACTIONS | | 0.00 | 141,653.00 |
| 09-02-11 | FALL RECONCILED PAYMENT TRANSACTIONS | | 0.00 | 141,653.00 |
| 10-07-11 | FALL RECONCILED PAYMENT TRANSACTIONS | | 0.00 | 141,653.00 |
| 10-28-11 | FALL RECONCILED PAYMENT TRANSACTIONS | | 260,346.00 | -118,693.00 |
| 10-28-11 | RECONCILED PAYMENT TO INSTITUTION | 118,693.00 | | 0.00 |
| 11-04-11 | FALL RECONCILED PAYMENT TRANSACTIONS | | 704.00 | -704.00 |
| 11-04-11 | RECONCILED PAYMENT TO INSTITUTION | 704.00 | | 0.00 |
| 11-18-11 | FALL RECONCILED PAYMENT TRANSACTIONS | | 1,374.00 | -1,374.00 |
| 11-18-11 | RECONCILED PAYMENT TO INSTITUTION | 1,374.00 | | 0.00 |
| 11-23-11 | FALL RECONCILED PAYMENT TRANSACTIONS | | 970.00 | -970.00 |
| 11-23-11 | RECONCILED PAYMENT TO INSTITUTION | 970.00 | | 0.00 |
| 12-02-11 | FALL RECONCILED PAYMENT TRANSACTIONS | | -1,264.00 | 1,264.00 |
| 12-09-11 | FALL RECONCILED PAYMENT TRANSACTIONS | | 5,332.00 | -4,068.00 |
| 12-09-11 | RECONCILED PAYMENT TO INSTITUTION | 4,068.00 | | 0.00 |

PAYMENT CODES



PAYMENT STATUS CODES

Definition

When to use it...

PD- **P**ai**D** Payment

School verifies student is eligible for the term payment printed on the roster

SC- **S**chool **C**hange

School is adding a student to their Roster and not reporting payment information

NA- **N**ot in **A**ttendance

Student is NOT in attendance; this code "hides" the student's record on the Roster and generates a letter to the student

IT- **I**neligible for **T**ransfer Entitlement

Student does NOT meet criteria for the Transfer Entitlement Cal Grant award. Reporting this code with withdraw award.

PAYMENT ADJUSTMENT CODES

Definition

FT, TT, HT- Attending Full Time, $\frac{3}{4}$ Time, or Half Time and eligible for full prorated amount

LA- Student taking Leave of Absence

OF, OT, OH- Student receiving outside funding and attending Full, $\frac{3}{4}$, and Half Time

FI- Student's financial aid file is incomplete

When to use it...

When student is attending $\frac{3}{4}$ or Half Time and is eligible for the maximum payment for their enrollment status

When a student's enrollment status is active, but not enrolled/registered for that term.

When a student is NOT eligible for a maximum Cal Grant payment due to outside scholarships, grants, etc. and is attending Full, $\frac{3}{4}$, and Half Time

When student cannot receive Cal Grant disbursement until they have completed all necessary requirements (provide tax doc's, complete form, etc.)

ADJUSTMENT REASON CODES

Student Receiving Payment and Using Eligibility

- FT- Full Time
- TT- $\frac{3}{4}$ Time
- HT- Half Time
- SR- Grad Senior
- OF- Outside Fund (FT)
- OH- Outside Fund (HT)
- OT- Outside Fund (TT)

No Payment Received and No Eligibility Used

- LA – Leave of Absence
- LH- Less than $\frac{1}{2}$ Time
- FI- File Incomplete
- IG- Ineligible for Grant
- LD- In Loan Default
- TV- Inelig. TCP/5th Yr.
- NP- Not Maintaining SAP
- NS- Reverse Payment

LEAVE OF ABSENCE

- LA code for Leave of Absence is used
 - When a student is not in school but is expected to return, or
 - If the student decides to not receive payment for a term
- Who should report?
 - Student can report, or
 - School can report if the school knows what the situation is
- Comment: The code is used only for an otherwise eligible student

WHEN TO REPORT LEAVE OF ABSENCE

Yes...

- Student is on an approved leave from school
- When new Cal Grant recipient starts attending for WN or SP, and has no transaction for FL
- Student does not want to receive payment


No...

- If student does not meet SAP
- If student has not complied with verification requests
- Student has no unmet need
- Student is not enrolled at your school

LESS THAN HALFTIME

- LH code for Less than Halftime is used for
 - If a student is in attendance, but not attending with at least 6 units
- Who should report?
 - School
- Comment: Lifetime use is 2 years

NEW LA, LH POLICY

Search = SSN Acad Year = 2014-2015 Txn Type = Pending 

No Payments Found for SSN and Academic Year

MARC BADE

SSN: 687-09-718

Cycle ID: E1

TANF Eligible:

CSAC ID: 1171720

Program Code:

Remaining Eligibility:

Grant ID: E14

TCP/5yr:

[Award Status:](#)

Remaining LOA Balance: 200

Remaining LH Balance: 100

FILE INCOMPLETE

- FI code for File Incomplete is used for
 - If a student is in attendance at your school but missing documentations per payment
- Who should report?
 - School
- Comment:
 - When reporting FI, cannot change to a pay code only adjustment code
 - Students with FI will be withdrawn at the end of year

INELIGIBLE FOR GRANT

- IG code for Ineligible for Grant is used for
 - When a student is in an ineligible program
 - Ex: A Cal Grant C recipient who is not enrolled in a vocational, occupational, or technical courses but instead in general education
- Who should report?
 - School
- Comment: this code should only be used for its purpose of ineligible programs. Usage of code will withdraw a students award.

CODES TO BE MINDFUL OF...

- The following codes will withdraw the student's Cal Grant Award;
 - **LD** – Recipient owes in Grant Refund/in Loan Default
 - **IG** – Ineligible instructional program for Cal Grant A, B, C
 - **IT** – Student ineligible for Transfer Entitlement Cal Grant award
 - **TV**– Student Ineligible for Cal Grant 5th Year/Cal Grant TCP program
 - **NP** – (***3 consecutive terms***)– Recipient Not making Satisfactory Academic Progress
 - **SR** – Graduating Senior (use for last payment before graduating)

COMMON PAYMENT SCENARIOS



WHAT IF...?

A student has other awards or scholarships that don't allow Cal Grant payment for the term?

Answer: Use the "O" codes:
OF, OT and OH

Comment: The "O" codes can be used to adjust the students payment amount if not eligible for FULL payment due to outside funding.

| Fall Term | | | | Adj Reason Codes | | | | Pay Status | |
|--------------|------------|--------------|-------------|------------------|------------|----------|-------------|--------------------------|----------|
| Program Code | Award Type | Annual Award | Term Amount | Adj Amount | Adj Reason | Pay Code | Annual Need | Income & Asset Year Used | Rec Type |
| | Totals | \$1,648 | \$824 | | | ▼ | 11827 | 2014 | |
| B | ACSS | \$1,648 | \$824 | | ▼ | ▼ | | | GRT |
| Spring Term | | | | Adj Reason Codes | | | | Pay Status | |
| Program Code | Award Type | Annual Award | Term Amount | Adj Amount | Adj Reason | Pay Code | Annual Need | Income & Asset Year Used | Rec Type |
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WHAT IF...?

The student had a payment reported for a term but I need to back that payment out?

Answer: You use the "NS" code with a \$0 adjustment amount

Comment: The student did not attend for the reported term or payment was made in error.

| Fall Term | | | | Adj Reason Codes | | | | Pay Status | |
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WHAT IF...?

I just reported the student's last Cal Grant payment (student is now withdrawn), but I need to make an adjustment to the payment?

Answer: Call the School Support unit to get the award reinstated

Comment: Once reinstated, you can immediately go to the roster and make the necessary adjustment.



WHAT IF...?

I want to remove a non-enrolled student from the roster?

Answer: Use the "NA" Payment Status code

Comments: This "banishes" the student record to the ineligible section of the roster, but he/she will still be on roster for the rest of the AY or until school change is reported.

To bring them back, use "YA"

| Fall Term | | | | Adi Reason Codes | | | | Pay Status | |
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| B | ACSS | \$1,648 | \$824 | | ▼ | PD | | | GRT |
| Spring Term | | | | Adi Reason Codes | | | | Pay Status | |
| NA | | | | | | | | | |
| Program Code | Award Type | Annual Award | Term Amount | Adj Amount | Adj Reason | Pay Code | Annual Need | Income & Asset Year Used | Rec Type |
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WHAT IF...?

A student is enrolled at our school,
but is attending less than half
time?

Answer: Report "LH" and \$0
payment

Comment: The student will receive
a notification to inform him/her
that they are not eligible for a
disbursement and if they wish to
receive their disbursement, they
must increase enrollment.

| Fall Term | | | | Adi Reason Codes | | | | Pay Status | |
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WHAT IF...?

A student graduated before the first disbursement date?

Answer: Report "SR" and \$0 payment

Comment: The student will receive a withdrawal notification for graduating.

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WHAT IF...?

A student selected for verification cannot yet receive their Cal Grant disbursement because they haven't provided their tax transcripts?

Answer: Report "FI" and \$0 payment

Comment: The student will receive a notification directing them to the financial aid office to complete necessary documents/documentation.

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WHAT IF...?

I reported a Full-Time payment for a student, but need to Three-Quarter time instead?

Answer: Replace the FT code with the TT code. The dollar amount should automatically change to the Three-Quarter time amount

Comment: If the amount does not automatically update, you can manually enter the dollar amount in the Adjustment Amount field.

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| B | ACSS | \$1,648 | \$824 | 0 | | RP | | | PAY |

| Spring Term | | | | Adj Reason Codes | | | Pay Status | | |
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THANK YOU!

***California Student Aid Commission
Institutional Support Services***

(888) 294-0153

schoolsupport@csac.ca.gov